



Republic of the Philippines
Department of Environment and Natural Resources
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OCT 27 2000

SPECIAL ORDER
NO. 2000-1116

SUBJECT: Authorizing the DSSO to Conduct Training Series on Office Communication via the Internet

Pursuant to pertinent provisions of DAO 99-55, providing for the establishment and/or enhancement of information and communication capabilities at the bureaus and field offices, the Decision Support Systems Office (DSSO) in coordination with the Human Resources Management Service (HRMS) is hereby authorized to conduct a training course entitled *Office Communication via the Internet* to be held at the DSSO Training Room, 3rd Floor, DENR Central Office, Visayas Avenue, Quezon City.

The training course aims to provide DENR field offices personnel with the necessary basic data communication capabilities. At the end of the course, the e-mail addresses of DENR offices concerned shall be compiled into a registry or directory to be used for official communications, subject to pertinent policy and guidelines.

There will be four (4) training batches, as follows:

Batch	Participants (1 representative each from RED and PENR Offices)	Schedule (subject to final confirmation)
1	CAR, Regions I, II, III	25-27 October 2000
2	Region IV-A, IV-B, NCR and V	8-10 November 2000
3	Visayas RED & PENR Offices	15-17 November 2000
4	Mindanao RED & PENR Offices	22-24 November 2000

The following DSSO personnel shall act as resource persons:

- Emmanuel A. Miraflores
- Jose Esteban C. Leido
- Antonio S. Bautista, Jr.
- Yul Jose F. Malicsi
- Elizabeth L. Arcinas
- Glen G. Mendoza
- Elizar S. Cantuba

Two (2) representatives from HRMS shall act as coordinators to facilitate the conduct of the said training.

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Each batch shall have a maximum of 20 participants. Each participant shall pay the amount of P1,500 representing meal expenses for the 3-day training. All expenses relative to the said undertaking (which includes honoraria of resource persons) shall be charged against DSSO funds except for food, accommodation and travelling expenses which shall be borne by the respective offices, subject to the usual accounting and auditing rules and regulations.

The DSSO shall submit a report to the Secretary through the Director, HRMS within fifteen (15) days upon completion of the training.

This Order shall take effect for the duration of the training.



ANTONIO H. CERILLES